

## **IMPORTANT -- THREE ASSESSMENT VERIFICATION DEADLINES QUICKLEY APPROACHING**

### **Verification of Enrollment for Accountability Purposes & Verification of Students Demographics**

A communication was sent on Monday, December 2 announcing the opening of the Verification of Enrollment and Verification of Demographic functions for review of enrollment and student demographics. As a reminder, changes in Michigan Student Data System (MSDS) found while reviewing the Verification of Enrollment for Accountability Purposes and the Verification of Student Demographics must be submitted and certified in MSDS **by 5:00 p.m. on Friday, December 6, 2013 with an “As of Date” on or before 10/25/2013.**

### **Verification of Answer Documents (MEAP, MEAP-Access, and MI-Access)**

To ensure accurate assessment reporting and accountability calculations, Verification of Answer Documents (formerly Tested Roster) and Verification of Not Tested (formerly Students Not Tested) for the Fall 2013 MEAP, MEAP-Access, and MI-Access assessments are now available for review. This verification process is the sole way to ensure all student answer documents have been accounted for and are correct.

All answer document issues must be submitted **by 5:00 p.m. on Monday, December 16, 2013.**

All not tested reasons must be submitted **by 5:00 p.m. on Monday, December 23, 2013.**

Unresolved answer document issues cannot be corrected or appealed at any time after the close of Verification of Answer Documents.

### **Submitting Answer Document Issues**

Districts and schools should submit an “answer document issue” if discrepancies are noted while reviewing the Verification of Answer Documents. **An issue should ONLY be submitted for a student who took that specific assessment for the content area at your school.** For example, a MEAP answer document issue should NOT be submitted for a student who did not take a MEAP test because he/she took MEAP-Access or MI-Access in that content area, or if he/she did not take that content area test.

An answer document issue should be submitted for:

- **Missing Test** – a test was taken in that content area, but is not listed. **New this year, a Certificate of Attendance and Participation in Fall 2013 Assessments form MUST be completed and attached to the missing test issue submitted. A link to the form can be found at the top of the Missing Tests page.**

- **Missing Student** – a student took one or more tests in your district, but is not listed on the page. **New this year, a Certificate of Attendance and Participation in Fall 2013 Assessments form MUST be completed and attached to the missing test issue submitted. A link to the form can be found at the top of the Missing Tests page.**
- **Move** – a student record appears for a student who was not tested in the school.
- **Combine** – a student has more than one test record indicated that need to be combined.
- **Appeals for Prohibited Behavior (PB) or Nonstandard Accommodations (NS)**

### **Verification of Students Not Tested (MEAP, MEAP-Access, and MI-Access)**

To meet federal reporting requirements and calculate participation rates for accountability purposes, schools must provide a reason why a student was not assessed in Fall 2013 using the MEAP, MEAP-Access, or MI-Access in one or more content areas.

The *Not Tested* screen on the BAA Secure Site will display a list of students who have been identified as enrolled in the school on October 25, 2013 and did not take one or more of the required assessments. All *Not Tested* reasons need to be submitted **by Monday, December 23, 2013 at 5:00 p.m.**

Selections from the drop down menu which may be a valid exemption reason are automatically submitted electronically for review by MDE's accountability staff. However, not all reasons listed in the drop down menu are valid exemption reasons for accountability purposes. If a *Not Tested* reason is selected that cannot be used as an accountability participation exemption, the issue will automatically be rejected and therefore will not be reviewed by accountability.

You can check the status of submitted issues on the "Not Tested Issues" screen. After *Not Tested* issues are submitted, please check back periodically, as additional information may be needed. If additional information is requested, this information is required before the submitted issue can be processed. Please be patient during this staff review process.

**Just as a note the Assessment Participation Summary Report that was available in previous years will not be available for fall 2013.**

**For More Information:**

If you need assistance or have additional questions, please email [baa@michigan.gov](mailto:baa@michigan.gov), or call 877-560-8378, and press option 2. If you are an MSDS authorized user and need assistance with MSDS, please email [cepi@michigan.gov](mailto:cepi@michigan.gov) or call 517-335-0505.

Detailed instructions for verifying the Accountable Students & Test Verification are located in the *Secure Site Procedure and User Manual* on pages 124 – 184. The manual can be located by clicking on the *User Guide* link at the top of the web site pages. We urge you to review the appropriate pages of the manual to ensure that you have an opportunity to ensure accurate assessment and accountability reporting. In conjunction with the manual you can find a condensed “cheat sheet” at

[http://www.michigan.gov/documents/mde/Accountable\\_Students\\_Directions\\_440818\\_7.pdf](http://www.michigan.gov/documents/mde/Accountable_Students_Directions_440818_7.pdf)